

APPLICATION FOR FEDERAL EMPLOYMENT (LH-HR02)

You may apply for the U.S. Mission in Japan (Embassy and Consulates) with this form, or personal resume. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you will not be considered for the position.

1. Job title in announcement				2 Announcement number		3. Date Completed (mm/dd/yy)	
4. Name (Last, First, Middle)			In Japanese (kanji)		Male <input type="checkbox"/>	Female <input type="checkbox"/>	5. Birth Date (mm/dd/yy)
6. Mailing address and telephone number (in English)					In Japanese		
ZIP		TEL		Cell		Email	

GENERAL INFORMATION

7. Are you a Japanese Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> → Give the country of your citizenship→								
In case of NO: What is your Visa Status in Japan? →						NOTE: Please provide a copy of proof of residence status with the application.		
8. Do you claim veteran's preference? NO <input type="checkbox"/> Yes <input type="checkbox"/> → Mark your claim of 5 or 10 points below. 5 points <input type="checkbox"/> → Attach your DD214 or other proof. 10 points <input type="checkbox"/> → Attach an Application for 10-point Veteran's Preference (SF15) and proof required.								
9. Were you ever a Federal civilian employee? No <input type="checkbox"/> Yes <input type="checkbox"/> → For highest civilian grade give;					Series	Grade	From	To
10. Are you eligible for reinstatement based on career or career-conditional Federal status? No <input type="checkbox"/> Yes <input type="checkbox"/> → If requested, attach SF50 proof.								

11. EDUCATION

NAMES AND LOCATIONS OF EDUCATIONAL INSTITUTIONS ATTENDED (list from high school)	DATES		DEGREES (e.g. B.A., M.A.)	MAJOR SUBJECTS
	FROM	TO		

12. LANGUAGES (List and indicate the extent of your competence)

LANGUAGE	SPEAK			READ			WRITE			UNDERSTAND		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English												
Japanese												

SCORE & DATE	TOEIC	TOEFL		STEP	SCORE		DATE	SCORE	DATE
		SCORE	DATE		SCORE	DATE			

NOTE: We may ask you to bring the original certificate of the score(s) at the interview.

13. Special Skills, accomplishments and awards. Do not send documents unless requested.

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14. List job related licenses or certificates that you have, such as: registered nurse; lawyer; radio operator; driver's Special Skills, accomplishments and awards.

15. REFERENCES (List three people who are not related to you and are not supervisors you listed under 17 who know your qualifications and fitness for the kind of job for which you are applying. At least **one** should know you well on a personal basis.)

Full Name	Telephone Number (s)	Present Business or home address

16. During the last **10 years**, were you **fired from any job** for any reason, did you **quit after being told that you would be fired**, or did you leave by mutual agreement because of specific problems?

YES NO

Explanation (including date/year)	Name of Employer, Address

17. WORK EXPERIENCE (Describe your current or most recent job in block A and work backwards. If you need more space, use continuation Sheet).

If currently employed may we approach your Present employer?

☐ YES

☐ NO

A) Job title (if Federal, include series and grade)		Hours per week	Number of employees you supervise
From (mm/dd/yy)	to (mm/dd/yy)	Work duration: year(s) & month(s)	Salary or earnings/ year
Employee's name and address		Supervisor's name	
		Phone number	

Describe your duties and accomplishments. Do not attach job descriptions.

Your reason for leaving

18. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punished by fine or imprisonment. I understand that my information I give may be investigated.

SIGNATURE

DATE SIGNED

17. Continuation sheet**Page**

Job title (if Federal, include series and grade)		Hours per week	Number of employees you supervise
From (mm/dd/yy)	to (mm/dd/yy)	Work duration: year(s) & month(s)	Salary or earnings/ year
Employee's name and address		Supervisor's name	
		Phone number	
Describe your duties and accomplishments. Do not attach job descriptions.			
Your reason for leaving			

Job title (if Federal, include series and grade)		Hours per week	Number of employees you supervise
From (mm/dd/yy)	to (mm/dd/yy)	Work duration: year(s) & month(s)	Salary or earnings/ year
Employee's name and address		Supervisor's name	
		Phone number	
Describe your duties and accomplishments. Do not attach job descriptions.			
Your reason for leaving			